



**California Emergency Management Agency**  
**Public Safety and Victim Services Programs**  
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August 6, 2010

Megan Dowell  
Program Manager  
YWCA of San Diego County  
1012 C Street  
San Diego, CA 92101

**SUBJECT:** Performance Assessment/Site Visit Report Findings  
**GRANT #:** DV09161491 & DR09011491  
**RECIPIENT NAME:** YWCA of San Diego County

Dear Ms. Dowell:

I want to thank you again for you and the staff at YWCA of San Diego County's time on May 25<sup>th</sup> and 26<sup>th</sup>, 2010 when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) and Domestic Violence Recovery Act (DR) Program grants for your agency. Attached is your approved and signed Performance Assessment /Site Visit report as well as the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary to bring your program into compliance and a due date by which the corrective action must be completed and submitted to your Program Specialist at Cal EMA.

**Section A, Administrative Review, Question #3 - California Environmental Quality Act (CEQA)**

**Finding:** A current CEQA exemption letter was not on file at time of site visit.

**Citation:** Recipient Handbook Section 2153 requires all OES funded projects to certify compliance with CEQA....A copy of the CEQA compliance memo or other certification must be completed once during the project's grant award cycle. The original copy must be retained on file for review during site and monitoring visits by OES staff.

**Corrective Action:** The project must obtain a current CEQA exemption letter and submit a copy to your Cal EMA Program Specialist by **(October 31, 2010 or sooner)**. For information on where to obtain a CEQA exemption letter please try contacting your City or County Planner's Office where the program's business office and shelter are located. Attached is a copy of a CEQA exemption letter with language that may be useful in aiding the aforementioned entity in composing this document. If you still have questions about this document please contact your Cal EMA Program Specialist for further assistance.

**Section A, Administrative Review, Question #8 - Functional Time Sheets**

**Finding:** Not all timesheets reviewed by the Program Specialist were signed by staff and approved by the supervisor.

**Citation:** Recipient Handbook Section 11331, Functional Time Sheets, requires that all grant-funded personnel must maintain time cards/sheets that indicated, on a daily basis, the actual time worked on each Cal EMA project and account for all the time worked by the employee during the pay period. Time cards/sheets must be signed by the employee and their supervisor, [see Sample Functional Time Sheet (Cal EMA 2-313), for an example]. An allocation plan may be used to allocate salaries and benefits for individuals who work on more than one program or grant (see Section 2173).

**Corrective Action:** See Sample Functional Time Sheet (Cal EMA Form 2-313) for an example of a Functional Time Sheet. Please create a functional timesheet which includes a signature line for both employee and supervisor. Submit a copy of the timesheet for one employee and one volunteer which should include the requested information. Documentation that verifies the grant recipient is in compliance with this requirement must be submitted to your Cal EMA Program Specialist by **(October 7, 2010 or sooner)**. **Note: you should have two timesheets to provide, one per employee but for the month of September due to the tardiness of this letter.**

**Section C, Supplemental Programmatic Review, Question #6:**

**Finding:** The project does not have a written protocol in place to address law enforcement referrals.

**Citation:** Request for Application (RFA), FY 09/10, Plan and Implementation, Section IV, Written protocols for response to law enforcement and emergency medical personnel states that: Objectives 6 and 7 require agencies to provide 24 hours emergency response to **law enforcement** and medical personnel. The written protocol for how this will be accomplished must be on file and available for review upon request.

**Corrective Action:** Prepare a written protocol to address law enforcement referrals and provide your Cal EMA, Program Specialist with a copy by **(October 7, 2010 or sooner)**.

**Section C, Supplemental Programmatic Review, Question #7:**

**Finding:** The project does not have an Operational Agreement on file with their local emergency room nor do they have a written protocol in place to address emergency room referrals.

**Citation:** Request for Application (RFA), FY 09/10, Operational Agreements, requires that Original Operational Agreements with agencies in the following disciplines must be on file at the project by July 1, 2009 and be available for review upon a Site or Monitoring visit. The following are: Local law enforcement agencies; Prosecutor's Offices; Victim/Witness Assistance Programs; Other DV Centers in any overlapping service areas; Children's Protective Services; and **Hospital(s)/medical treatment facilities**. Also per FY09/10, RFA, Project Narrative, Plan and Implementation, Section IV, Written protocols for response to law enforcement and emergency medical personnel states that: Objectives 6 and 7 require agencies to provide 24 hours emergency response to law enforcement and **medical personnel**. The written protocol for how this will be accomplished must be on file and available for review upon request.

**Corrective Action:** See the Recipient Handbook Section 4300, Elements of an Operational Agreement (OA), for the components that must be included in the Operational Agreement. The project must obtain an OA with their local hospital emergency room, prepare a written protocol in place to address emergency room referrals and provide your Cal EMA Program Specialist with a copy of each by **(October 7, 2010 or sooner)**.

**EEO Checklist – B, Question #5, Publications**

**Finding:** The project did not have recruitment materials or publications that included a policy statement of nondiscrimination for participants, beneficiaries, applicants, or employees at the time of the site visit.

**Citation:** All issues regarding missing information and/or documents on the EEO Checklist will be referred to Lisa Abila, EEO Compliance Officer for review and follow-up with the project.

A copy of your Performance Assessment/Site Visit report, DR Addendum, and any other documentation that you were required to provide at the time of the site visit will be placed in your master file at Cal EMA Headquarters and DV09/10 office file. Please keep in mind that you will be required to provide all requested documents again for future site visits but these are good for three years.

Please review and sign the cover page of the Performance Assessment/Site Visit Report and return a copy of the cover page to me by **Wednesday, August 25<sup>th</sup> or sooner** as confirmation of receipt.

Thank you again for your hospitality during this visit. If you have any questions regarding the Performance Assessment/Site Visit Report, you can contact me during Cassandra Burgess-Alex's absence at 916.324.9222, or, via email at Joimeiko.Coulbourn@calema.ca.gov.

Joimeiko Coulbourn  
Signing for Cassandra Burgess-Alex, M.A.  
Criminal Justice Specialist  
Domestic Violence Section

Enclosure(s)

Cc: Master File, Business Services Office, Cal EMA Headquarters  
DV09/10 Office File  
Lisa Abila, EEO Compliance Office, Cal EMA Headquarters